



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Immunization.

Agency: Immunization		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2000-18	<b>VACCINE FOR CHILDREN PROGRAM-PAPER RECORDS</b> A typical file includes Vaccine Accountability Tally Sheet, Public, State Form Number 49866. A health provider submits monthly by the 10th of the month for vaccines administered during the previous month. This form is used to collect vaccine accountability information required by the federal Vaccines for Children Programs and the state CHIRP Program. All data from the paper forms is entered into a computer with software for the program provided by the federal Centers for Disease Control and Prevention and printed reports can be generated as needed. Any daily modifications are backed-up weekly and the entire system is re-copied at the end of each calendar year. Statistics and extensive demographic information is present and a patient name is optional. Fiscal information pertinent to the grant is located in the Division of Finance of the State Department of Health. Disclosure of these records may be subject to IC 16-41-8-1, (2004 Edition to 2009 Indiana General Assembly) Retention consistent with 410 IAC 16.2-3.1-50, (March 24, 2010 Update)	TRANSFER paper records to the RECORDS CENTER one (1) year after the end of the calendar year. TRANSFER paper records to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional four (4) calendar years in the RECORDS CENTER. TOTAL RETENTION of paper records prior to INDIANA ARCHIVES TRANSFER: Five (5) years after the end of the calendar year. DELETE electronic records five (5) years after the end of the calendar year.
2	2000-21	<b>SCHOOL PROGRAM</b> Pursuant to IC 20-34-3-1 thru IC 20-34-3-20, 2006 Supplement to 2009 Indiana General Assembly; Indiana schools, including kindergartens and pre-kindergartens, are required to report their annual immunization status. This reporting is done via State Department of Health State Form Numbers 22363, 44455, 48971, 48972 and 48973. These statistical reports are due by November 1st of each year. All information is entered into the Division's computer database by the school name or by city or town. Statistics only are reported and no students are personally identified. No financial data is contained with these records. A copy of the annual financial status report submitted to the federal Centers for Disease Control and Prevention is maintained in the Finance Division of the State Department of Health. Retention partially based on IC 20-34-4-5 and IC 20-34-4-6, (2006 Supplement to 2009 Indiana General Assembly) and consistent with IC 34-13-1-1, (2004 Edition)	DESTROY paper records twelve (12) months after the end of the last reporting year and after verification of data entry. DELETE electronic records ten (10) years after the end of the last reporting year.

3	2000-22	<p><b>CASA (CLINIC ASSESSMENT SOFTWARE APPLICATION)</b></p> <p>This primarily-electronic record reports the percentages of clients immunized by a county health department and the client name(s). Reports showing various age levels of immunized clients and other statistics can be printed as needed. The software enables this Program to maintain client identification confidentially. Disclosure of these records may be subject to IC 16-41-8-1, (2004 Edition to 2009 Indiana General Assembly] Retention partially based on IC 34-13-1-1, (2004 Edition)</p>	<p>TRANSFER paper records to the RECORDS CENTER twelve (12) calendar months after the end of the last reporting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after submission of the annual financial status report to the federal CENTERS FOR DISEASE CONTROL AND PREVENTION. DESTROY paper records after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION of paper records: Four (4) calendar years after the end of the last reporting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after submission of the annual financial status report to the federal CENTERS FOR DISEASE CONTROL AND PREVENTION. DELETE electronic records ten (10) calendar years after the end of the last reporting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after submission of the annual financial status report to the federal CENTERS FOR DISEASE CONTROL AND PREVENTION.</p>
4	2000-25	<p><b>IMMUNIZATION DIVISION PROGRAM GRANTS</b></p> <p>County or city health departments and other entities can receive grants from the Immunization Program to purchase items to use in immunization activities. Grant areas are sometimes referred to as "pockets of need". Typical files may contain statistics, reports, memos, graphs, budgets and other fiscal data, contracts and supporting documents and extensive miscellaneous correspondence. Records arrangement is primarily alphabetical by grantee and then by calendar year. Retention based on IC 34-13-1-1, (2004 Edition)</p>	<p>TRANSFER to the RECORDS CENTER two (2) years after the end of the calendar year, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after submission of the annual financial report to the federal CENTERS FOR DISEASE CONTROL AND PREVENTION. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION prior to TRANSFER to the INDIANA ARCHIVES: Ten (10) years after the end of the calendar year, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after submission of the annual financial report to the federal CENTERS FOR DISEASE CONTROL AND PREVENTION.</p>

5	2000-30	<p><b>PERINATAL HEPATITIS B PROGRAM RECORDS</b></p> <p>A public health provider completes State Form 45057, Perinatal Hepatitis B Screen, and submits the results to the State Department of Health's laboratory, the office of record. A photocopy of this form is submitted to the Immunization Program. Private health providers submit testing results directly to the Immunization Program. Positive test results are entered into Division computers. Data can be retrieved by the case identification number or the patient name. High-risk negative results are followed-up with correspondence and positive cases are tracked until closure. This record is used to track high-risk mothers and to identify infants needing vaccination. These significant medical records of infants can have long-term effects not only on these infants but on the parent(s) and/or other children. The State Department of Health is the sole source of the entire record. Information can be changed or deleted. The federal Centers for Disease Control and Prevention had provided the software via a federal grant. However, as of June 30, 1999, the federal entity had discontinued furnishing hardware and software support. Disclosure of these records may be subject to IC 16-41-8-1, (2004 Edition to 2009 Indiana General Assembly)</p>	<p>DESTROY negative case results paper records after review completion. TRANSFER positive case results paper records to the RECORDS CENTER one (1) calendar year after closure of the case. DESTROY paper records after an additional forty-nine (49) years in the RECORDS CENTER. TOTAL RETENTION of positive case paper records: Fifty (50) years after the end of the calendar year after closure of the case.</p>
6	2000-31	<p><b>COMMUNICABLE DISEASE INVESTIGATION REPORTS</b></p> <p>Comparable to communicable disease reports in the Chronic Disease Division, the Immunization Program also investigates reports of cases of people with communicable diseases. Typical examples could be Rubella Case Investigation Form, previously State Form 23549, and a State Department of Health form, Pertussis Case Investigation Form. Disclosure of these records may be subject to IC 16-41-8-1, (2004 Edition to 2009 Indiana General Assembly) Retention consistent with IC 16-39-7-1, (2004 Edition and 2009 Indiana General Assembly)</p>	<p>TRANSFER to the RECORDS CENTER two (2) years after the reporting year. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the reporting year.</p>
7	2009-36	<p><b>CHILDREN AND HOOSIER IMMUNIZATION REGISTRY PROGRAM (CHIRP)</b></p> <p>Pursuant to IC 16-38-5-1, 2004 Edition, (a) The state department [of Health] may develop and maintain an immunization registry to collect, store, analyze, release, and report immunization data. The record is maintained electronically after data entry. The State Department of Health's Immunization Program has extensive written agreements with health providers, schools, and licensed day care centers. Extensive state forms are used in administering this program. These would include the Individual User Agreement, State Form Number 52303, the Provider Site Enrollment Agreement; State Form Number 52306, and other State Department of Health State Forms. Disclosure of these records may be subject to IC 16-38-5-2 to IC 16-38-5-4, (2004 Edition to 2009 Indiana General Assembly) Retention based on IC 34-13-1-1, (2004 Edition)</p>	<p>SCAN paper records according to IARA imaging standards after password assignment and information has been entered into the database. TRANSFER paper records to the RECORDS CENTER three (3) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges after verification of the scanned images for completeness and legibility. DESTROY after an additional seven (7) calendar years in the RECORDS CENTER. TOTAL RETENTION OF PAPER RECORDS: Ten (10) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE scanned images five (5) years after the end of the calendar year.</p>

8	2009-37	<b>VACCINE FOR CHILDREN</b> This record series includes the Immunization Provider Enrollment Request, State Form Number 54048, and the Indiana Vaccines for Children Provider Agreement, State Form Number 52697; and the Vaccines for Children Order Form, State Form Number 52775. Records are scanned to provide ease of retrieval and a time factor to search paper records. Information provided by the State Department of Health advised the software used in this program and record does not permit any deletion of data placed in the system. Retention based on IC 34-13-1-1, (2004 Edition)	SCAN paper records according to IARA imaging standards after the order has been filled. TRANSFER paper records to the RECORDS CENTER three (3) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after verification of the scanned images for completeness and legibility. DESTROY paper records ten (10) years after the end of the calendar year. TOTAL RETENTION of paper records: Ten (10) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE scanned images five (5) years after the end of the calendar year.
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